



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2020-01-CO
Position Title:	Procurement Administrator
Open Date:	02/24/2020
Close Date:	03/27/2020
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-28 (\$69,049 – \$112,264)
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The Procurement Administrator position is in the court's Administrative Services section located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The incumbent assists the Chief Deputy Clerk for Administration Services with contracting operations and travel. The incumbent maintains a Contracting Officer certification (Level III) and oversees and administers the professional, technical, and organizational work related to various procurement and travel programs for the court and the Office of Special Masters (OSM). The Procurement Administrator performs advanced procurement activities which include preparing complex specification, negotiating service contracts, and preparing complicated and high value purchase orders. The Procurement Administrator oversees the court's travel program by providing training, support, and guidance to the court on official government travel services and employee travel. The incumbent leads the work of procurement support staff as it relates to the court. In addition, the Procurement Administrator ensures the court and OSM are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent frequently leads the work and provides guidance and oversight to the Procurement Specialist.

No relocation expenses will be paid.

General Experience:

Procurement

- Provide leadership, coordination, and guidance to unit procurement staff. Assure compliance with procurement guidelines, policies, and internal controls.
- Achieve and maintain Contracting Officer certification (Level III) for OSM's procurements. Complete biennial continuing education requirements as certified by the Procurement Liaison Officer. As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Ensure purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Track expenditures for shared contracts between the court and OSM.
- Ensure files are established and maintained for every solicitation, contract, and purchase action, except credit card purchases. Ensure files are in compliance with the *Guide to Judiciary Policy*.
- Collect, review, audit, and analyze data and information, such as court operations and activities, budget and financial data, and other similar statistical data. Develop a variety of reports based on historical and current data, including statistics on procurement activities.
- Research procurement, administrative, and operational questions, problems, trends, and areas for efficiencies/improvements related to the data being developed and analyzed.

- Respond to requests for information and clarification from department procurement staff regarding procurement rules, regulations, and policies.
- Review procurement expenditures of departments to ensure compliance with budget.
- Oversee staff executing the purchase of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Evaluate requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining availability of funds for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policy* regarding procurement practices. Adhere to the court units' internal controls procedures and ensure separation of duties within the office.
- Coordinate the efforts of various entities to ensure timeliness of complex orders and contracts involving multiple court units.
- Conduct product and project research and prepare and present findings and recommendations to senior management of applicable units.
- Identify and maintain documentation of vendors and sources of supply for goods and services. Review, evaluate, verify, and forward invoices for payment processing.
- Make procurement recommendations to multiple court unit executives. Recommend cyclical replacement of accountable property.
- Research, analyze, and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history. Prepare specifications, solicitations, and Requests for Quotes (RFQs). Research products and equipment and prepare specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors and discuss evaluations and review with requestors and subject matter experts, as applicable.
- Negotiate with vendors for the best price over contracted services and purchases. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Establish and maintain sound professional relationships with suppliers. Resolve issues (e.g., pricing, quality, timing, claims, contract disputes, etc.) associated with terms and conditions of service agreements.
- Manage special projects as assigned.
- Supervise the property management system JIFC for OSM and the court. Coordinate, train and conduct biannual physical sighting of expendable property with IT department.

Travel

- Prepare internal travel authorizations for the clerk's signature.
- Interpret and explain judiciary travel and financial regulations and procedures to court employees and judges. Work closely with the Administrative Office in performing this function. Research and prepare responses to inquiries from employees and management on the interpretation and application of travel and financial policies, regulations, and procedures.
- Provide guidance and assistance on regulations regarding travel and travel time, such as hours of work and delegations of authority to approve travel. Provide guidance and assistance to employees and supervisors on the preparation of travel authorizations and vouchers. Instruct employees and supervisors about travel and financial regulations, procedures, and other requirements associated with official duty travel. Act as travel regulations trainer for clerk's office and chambers staff, conducting individual or group training on Judiciary Travel Regulations, as required.
- Maintain a travel authorizations and advances tracking system to ensure that travel claims are submitted within the required time frame for reimbursement and/or payment.
- Receive, review, and process travel vouchers and travel advance requests. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals to respond to questions, problems, insufficiencies with voucher submissions, and the status of payment of vouchers.
- Review travel vouchers for payments related to expenses incurred by the court for appropriateness of payment.
- Provide authorization to government contracted airline ticket offices or AO approved travel agencies for employee airfares charged to the court's Citibank Centrally Billed Account (CBA) that is on record with each of the airline ticket offices. Review Citibank CBA bills for accuracy, reconcile them for the court and the Criminal Justice Act unit, and submit them to Finance or CJA for payment. Maintain and account for office travel credit cards, ensuring that policies and procedures are followed.

The successful candidate must be a self-starter as well as detail-oriented, must be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times; must have strong prioritizing and problem-solving skills, solid communication skills (both written and oral) and the ability to

communicate effectively with persons within the court as well as with persons outside the court; must demonstrate the ability to work harmoniously with others in a team environment and exhibit a professional manner at all times.

Qualifications:

To qualify at the CL 28 level: Two years of specialized experience, including at least one-year equivalent to work at CL-27.

Preferred Qualifications: The court prefers the candidate to have a bachelor's degree from an accredited university. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Procurement Administrator may be substituted for the degree requirement.

Benefits:

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

To apply for this position, you must combine ALL documents listed below into a single PDF file and email to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment will be provisional pending the satisfactory completion of a mandatory Fingerprint and Background Investigation. The provisional nature of your employment, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for an interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.